



ADMINISTRATIVE REPLATTING WAIVER SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Subdivision Regulation provisions. Applicants are expected to review the details of the code. Copies of the Subdivision Regulations can be purchased in the Planning Department, or accessed online under Title 16, Subdivisions, at <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application conference for this administrative request is not required, however applicants may choose to schedule an appointment with the Planning Staff to review and become familiar with the following submittal requirements.



- ☐ 1. A completed Administrative Review Application form accompanied by nonrefundable application fee.
- ☐ 2. Proof of ownership.
- ☐ 3. Proof of the date of creation of the legal description of the parcel under consideration. This may be a copy of a deed or tax record indicating date of creation.
- ☐ 4. Date of annexation of the Parcel.
- ☐ 5. Copy of the recorded plat in order to verify rights-of-way.
- ☐ 6. One copy up to 11"x 17", or five (5) copies larger than 11"x 17" and up to 24"x 36" of a site plan, drawn to scale, which includes all of the following:
 - ☐ a. The legal description of the property.
 - ☐ b. The boundaries and dimensions of the ownership configuration, including all existing lot lines and easements.
 - ☐ c. Location, names, and right-of-way widths of all adjacent streets and alleys.
 - ☐ d. Location, dimensions, and setbacks of all existing structures and their floor area.
 - ☐ e. The owner's name, address, and phone number.
 - ☐ f. Show and clearly label existing utilities located on the site.
 - ☐ g. All access points on property adjacent to or across the street from the applicant's property.
 - ☐ h. A bar scale and north arrow.
 - ☐ i. The book and page, and/or reception number, of the recorded plat of which this parcel is a part.
 - ☐ j. Date of creation of current legal description.
 - ☐ k. Tax Schedule Number.
 - ☐ l. All areas within the ownership parcel that are 30% slope or greater shall be shaded and designated as "No Build" areas.

- ☐ m. Size of Parcel in square feet.
- ☐ n. The address of the parcel.
- ☐ o. The following statement to be signed by Planning Director or designee (*this statement can be supplied upon request in electronic form by the Planning Department*):

Under the provisions of Section 16.14 of the Subdivision Regulations of the City of Manitou Springs, as amended, the legal description listed on this document is henceforth considered as one lot for purposes of the zoning ordinance, one lot for the applicable provisions of the subdivision regulations, and one lot for any other applicable provisions of the city code including applicable codes, rules and regulations adopted pursuant to the city code.

City of Manitou Springs

Date

- ☐ n. The following statement, which shall be signed by the Property Owner(s) and notarized (*this statement can be supplied upon request in electronic form by the Planning Department*):

(STATE OF COLORADO)
(COUNTY OF EL PASO)

I/We, (fill in name or names), being the owner(s) of the property described and shown on this site plan do hereby agree that said property shall henceforth be considered as one LOT for purposes of the City Zoning Ordinance, as amended. I acknowledge that while the legal description of the property described above remains unchanged, the property is now consolidated for zoning purposes, and I may not dispose of any portion thereof in such a way as to cause a violation of the Zoning Ordinance. I hereby certify that the information provided on this site plan is in all respects true and accurate to the best of my knowledge and belief. I agree to participate in future improvement districts for the purpose of public improvements.

Signature of Owner

Date

Subscribed and sworn before me this _____ day of _____, 20__.

My commission expires:

NOTARY PUBLIC

- ☐ 7. Final processing of this request will be subject to payment of the Parks, Open Space and School fees as required in the Subdivision Regulations.